

National Advisory Council for Office Professionals
ORGANIZATIONAL SECRETARIAL
ADVISORY COUNCIL

Mid South Area (MSA)

Members of the 2004 Council included:

Janell Becker, Senior Chair, New Orleans, LA
Telecia Burton, Junior Chair, Oxford, MS
Tammy Dorman, Recorder, Auburn, AL
Kay Bolen, Bowling Green, KY
Janice Boyd, New Orleans, LA
Marlene Coley, Stoneville, MS
Julie Cuevas, Poplarville, MS
Dursilla Fratesi, Stoneville, MS
Linda Fulton, Mississippi State, MS
Sandra Hineman, Baton Rouge, LA
Alice Redditt, Stoneville, MS
Lucienne Savell, Web-Master, Oxford, MS
Emily Willis, Lexington, KY
Madeline Hall, Technical Advisor
Jennifer Roberson, Ex-Officio

Accomplishments

- **2004 was new growth period for the Mid South Area Council. Dr. Deborah Brennan, Associate Area Director, MSA was appointed as the MSACOSP Sponsor.**
- **Recruited five new members to the Council bringing the 2004 Membership to fifteen. The MSACOP did not have any members rotating off in 2004. Lucienne Savell was recruited as our webmaster.**
- **Our annual meeting was held at the Southern Regional Research Center, New Orleans, Louisiana, April 27-28, 2004. The meeting enhanced personal and professional growth and the sessions were informative and allowed opportunities to share ideas along with personal experiences.**
- **The MSACOP Charter was revised and updated to better reflect the needs of our members to more closely resemble that of the National Council. The Charter was approved by all Council members.**

- **Our Website has been updated and is now available at:**
<http://msa.ars.usda.gov/osp/index.htm>.
- **A memo was sent to the National Advisory Council for Office Professionals (NACOP) regarding the outdated ARS File Management Manual. The manual, published in 1985, has not be updated in 20 years and has become obsolete with much of today's correspondence being handled through other mediums (e-mail). In response, NACOP formed a task group to look into the issues brought forth to the committee. Since funds are not available at this time, a proposal was made to Mr. Steve Pollard, REE Records Officer, to have the 1985 manual scanned and placed on the Agency's website for users to reference.**
- **Newsletter is now distributed semi-annually and can be found on our website. Articles of interest include helpful websites, software tips, ARIS info, prioritizing tasks, advice on stress relief, etc.**
- **Mid South Area Welcome Packet has was revised and updated to include more timely information.**

Goals

- **Continue to provide a resource for the Area Director and management for matters relating to office professionals (training, networking, mentoring, and recognition).**
- **Maintain MSACOP website.**
- **Host MSACOP Annual Meeting in Auburn, Alabama.**
- **Continue to conduct regular teleconferences.**
- **Increase visibility and continue to market ourselves.**
- **Update and modify webpage as needed.**
- **Council will hold teleconferences on a more regular basis.**
- **Address requirements and requests from NACOP**

Office Professionals of the Year

Janell Becker (GS-06 and above)

Program Assistant

Food & Feed Safety Research Unit

Southern Regional Research Center

New Orleans, LA

Edye LaBarre (GS-05 and below)

Office Automation Assistant

Crop Genetics and Production Research Unit

Stoneville, MS